



# GDPR and Data Protection Policy-September 2025

---

ARK Alternative Education Provision (ARK AEP)

Website: [www.arkaep.co.uk](http://www.arkaep.co.uk)

## 1. Purpose

This policy outlines how ARK AEP collects, uses, stores, and protects personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It applies to all staff, learners, parents/carers, contractors, and stakeholders.

## 2. Our Commitment

ARK AEP is committed to:

- Protecting the privacy and rights of individuals.
- Ensuring transparency in how personal data is handled.
- Embedding data protection into our culture and operations.
- Upholding the principles of ARK values—Aspiration, Resilience, and Kindness—in all data practices.

### **3. Legal Framework**

This policy complies with:

- UK GDPR
- Data Protection Act 2018
- Freedom of Information Act 2000
- Education Act 1996
- Children Act 1989 and 2004

### **4. Data We Collect**

We may collect and process the following types of personal data:

- Learner data: name, date of birth, contact details, educational records, safeguarding information.
- Parent/carer data: contact details, relationship to learner.
- Staff data: employment records, qualifications, DBS checks, contact details.
- Visitor and contractor data: name, purpose of visit, ID verification.

### **5. Lawful Basis for Processing**

We process personal data under the following lawful bases:

- Consent: where individuals have given clear permission.
- Contract: to fulfil employment or service agreements.
- Legal obligation: to comply with statutory duties.
- Vital interests: to protect someone's life.
- Public task: to perform official functions.
- Legitimate interests: where processing is necessary for ARK's operations.

### **6. Data Protection Principles**

We follow the six principles of data protection:

1. Lawfulness, fairness, and transparency
2. Purpose limitation
3. Data minimisation
4. Accuracy
5. Storage limitation
6. Integrity and confidentiality

### **7. Data Sharing**

We may share personal data with:

- Local authorities
- Social services
- Health professionals

- Education partners
  - Law enforcement (where legally required)
- All data sharing is done securely and in line with legal obligations.

## **8. Data Security**

ARK AEP uses appropriate technical and organisational measures to protect data, including:

- Secure servers and encrypted systems
- Access controls and password protection
- Staff training on data protection
- Regular audits and risk assessments

## **9. Data Retention**

Personal data is retained only for as long as necessary. Retention periods are based on legal requirements and operational needs. Data is securely disposed of when no longer required.

## **10. Individual Rights**

Under UK GDPR, individuals have the right to:

- Be informed
- Access their data
- Rectify inaccurate data
- Erase data (in certain circumstances)
- Restrict processing
- Data portability
- Object to processing
- Not be subject to automated decision-making

Requests can be made by contacting the ARK Data Protection Lead.

## **11. Data Breaches**

In the event of a data breach, ARK AEP will:

- Contain and assess the breach
- Notify affected individuals if necessary
- Report to the Information Commissioner's Office (ICO) within 72 hours if required
- Review procedures to prevent recurrence

## **12. Staff Responsibilities**

All staff must:

- Handle personal data responsibly
- Follow ARK's data protection procedures

- Report concerns or breaches immediately
- Complete regular data protection training

### **13. ARK Directors' Commitment**

ARK Directors are committed to:

- Ensuring compliance with data protection laws
- Supporting staff with training and resources
- Promoting a culture of privacy, trust, and accountability
- Reviewing and updating this policy regularly

Created by Kay Walton

Date- 21.07.2025

Review- 21.07.2025